



STATE OF MAINE
PUBLIC UTILITIES COMMISSION
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May 7, 2004

«Reps_FirstName» «LastName»
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Dear Madam/Sir:

The Public Utilities Commission has developed an important new tool to help propane operators comply with state and federal laws governing *jurisdictional* propane systems. This letter and the enclosures provide information on this new tool and how you can easily begin to use it.

All operators of jurisdictional propane systems are required by state and federal law to have plans that address their operating, maintenance and emergency procedures. Jurisdictional systems are those serving ten or more residential customers, or two or more customers served in a public place, from a single or a manifolded-tank system. Until now, propane operators have had to develop these plans themselves. Beginning this month, however, the Commission is making the job of meeting these requirements much easier by offering model plans for your use.

The propane Model Operating, Maintenance and Emergency Plans cover many important regulatory requirements, organized so they are easier for operators and their employees to follow. Adopting and using the plans should reduce your risk of non-compliance, for which you can be assessed fines of as much as \$100,000 per day for each violation.

Obtaining the model plans is simple – and *free*! Simply download them from our website. Instructions on downloading, and what to do if you do not have the computer access necessary to download the plans, are on the enclosed *Instructions* sheet.

Please review the enclosed fact sheet before using the plans. If you have questions about the plans or how to use them, please contact Gary Farmer at gary.farmer@maine.gov or at 287-1385.

We intend to begin inspecting operator plans again in late June, so you should work quickly to ensure your current plans meet state and federal requirements, or else adopt the model plans.

Thank you for your attention to this important safety issue.

Sincerely,

Thomas L. Welch, Chairman

Enclosures



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